

V. Eligibility Determination Process

A. Overview of Child Care Programs (see following page)

TABLE 5: OVERVIEW OF CHILD CARE PROGRAMS

Program	Application Requirements	Eligible Activities/ Need for Services	Income Eligibility	Cash Assistance Case Status	Copayment/Fee Level Assignment	The Priority Waiting List
Jobs Child Care	Jobs Referral Required	Jobs Participation; or Jobs participation and Employment	Not Applicable	Open Cash Assistance Case (OP , RV , RE , or PE status)	No DES Required Copayment	Not Applicable
Jobs/At Risk Child Care	At Risk Jobs Referral Required	As determined by an outside Service Provider in conjunction with the Jobs Administration	Not Applicable	<i>No Open Cash Assistance Case</i>	No DES Required Copayment	Not Applicable
AFDC Employed Child Care	Application Not Required (Client Request)	Employment, Education/Training w/ Min. Work Requirement	Not Applicable	Open Cash Assistance Case (OP or RV status)	No DES Required Copayment	Not Applicable
Transitional Child Care (clients must have received Cash Asst. in AZ in at least one month out of the past six months)	Application Required; Must apply within 6 months of Cash Assistance case closure	Employment, Education/ Training w/ Min. Work Requirement	Refer to Child Care Assistance Income Eligibility Chart and Fee Schedule	Closed Cash Assistance Case (CL , RE , or PE status)	Fee Levels L1-L6; based on income	Not Applicable
Block Grant Child Care:						
⇒ Block Grant/Work	Application Required	Employment, Education/ Training w/ Min. Work Requirement	Refer to Child Care Assistance Income Eligibility Chart and Fee Schedule	Not Applicable	Fee Levels L1-L6; based on income	When in Effect, the Priority Waiting List Applies
⇒ Block Grant/Teen Parent	Application Required	High School, GED, ESOL, Remedial Educational Activities. These students may be employed but are exempt from the work requirement.	Refer to Child Care Assistance Income Eligibility Chart and Fee Schedule	Not Applicable	Fee Levels L1-L6; based on income	When in Effect, the Priority Waiting List Applies
Special Circumstances Child Care:						
⇒ Block Grant/Unable, Unavailable	Application Required	Homeless/ Domestic Violence Shelter Residents, Unable/ Unavailable	Refer to Child Care Assistance Income Eligibility Chart and Fee Schedule	Not Applicable	Fee Levels L1-L6; based on income	When in Effect, the Priority Waiting List Applies
⇒ Block Grant/Protective Services	Referral Required	CPS Referred Families CPS/DDD Foster Care Families	Not Applicable	Not Applicable	No DES Required Copayment	Not Applicable

PROGRAM	TABLE 5.a:	Eligible Applicant	Eligible Children	Family Size
Jobs Child Care		Any Cash Assistance eligible family member who is NOT : <ul style="list-style-type: none"> • Coded “out” (OU) of the Cash Assistance grant 	<ul style="list-style-type: none"> • The applicant’s children or other related children (siblings, nieces/nephews, grandchildren, step children, first cousins, etc.); whether coded “in” or “out” of the Cash Assistance grant (regardless of participation status); 	N/A (No income eligibility determination)
Jobs/At Risk Child Care		<ul style="list-style-type: none"> • Parent (natural, step, or adoptive); • Nonparent relatives of the children needing care (Grandparents, aunts, uncles, cousins, etc.); • Legal Guardian of the children needing care (must have court appointed legal guardianship). 	<ul style="list-style-type: none"> • Children for whom the primary has legal guardianship (whether in or out of the Cash Assistance grant); 	<ul style="list-style-type: none"> • The availability of another parent or responsible person in the household will be considered in determining the authorization amount per child.
AFDC Employed Child Care		Any Cash Assistance eligible family member who is NOT : <ul style="list-style-type: none"> • Coded “out” (OU) of the Cash Assistance grant <p>If the individual is coded “DI” for being an “ineligible noncitizen”, then the Specialist shall verify citizenship/legal residency status per CCA policy to determine eligibility.</p>	<ul style="list-style-type: none"> • Children for whom the primary has legal guardianship (whether in or out of the Cash Assistance grant); • Children in Foster Care (coded “FC”) 	.
Transitional Child Care		<u>Transitional Child Care:</u> Any former Cash Assistance eligible family member who was NOT coded: <ul style="list-style-type: none"> • “OU” (Out) of the Cash Assistance grant; • If the individual is coded “DI” for being an “ineligible noncitizen”, then the Specialist shall verify citizenship/legal residency status per CCA policy to determine eligibility. 	<ul style="list-style-type: none"> • The applicant’s children; 	Family Size will consist of:
Block Grant Child Care:			<ul style="list-style-type: none"> • Other related children who reside with the applicant (siblings, nieces/nephews, grandchildren, step children, first cousins, etc.); 	<ul style="list-style-type: none"> • The applicant;
⇒ Block Grant Work			<ul style="list-style-type: none"> • Children for whom the applicant has Court Appointed Legal Guardianship. 	<ul style="list-style-type: none"> • Any other person in the household who is legally/financially responsible for either the applicant, or for any of the children needing care (may be the applicant’s spouse, or parent to at least one of the children);
⇒ Block Grant/Teen Parent			<ul style="list-style-type: none"> • Children in Foster Care (coded “FC”) 	<ul style="list-style-type: none"> • The other parent or responsible person’s children;
Special Circumstances Child Care:		<u>Block Grant/Work, Teen, and Unable-Unavailable:</u> <ul style="list-style-type: none"> • Parent (natural, step, or adoptive); • Nonparent relatives of the children needing care (Grandparents, aunts, uncles, cousins, etc.); • Legal Guardian of the children needing care (must have court appointed legal guardianship). 		<ul style="list-style-type: none"> • other related children in the household who need Child Care Assistance.
⇒ Block Grant/Unable-Unavailable				
⇒ Block Grant/Protective Services		<u>Block Grant/Protective Services:</u> The CCA primary will be designated by the CPS or DDD Case Manager	<u>Block Grant/Protective Services:</u> Children referred for Child Care Assistance by CPS or CPS/DDD Foster Care	<u>Block Grant/Protective Services:</u> N/A (No income eligibility determination unless requested by the CPS/DDD Case Manager)

B. Order of Priority for Child Care Programs

The Child Care Specialist shall explore eligibility according to CCA's established "Order of Priority for Child Care Programs" criteria. The Child Care Specialist shall assess and determine family child care needs, the eligible activity of the parent/responsible person, and the Cash Assistance program status of the family to determine program eligibility according to the following *Order of Priority*:

1. Block Grant/Protective Services (CPS referred and CPS/DDD referred foster families *only*);
2. Jobs Child Care;
3. AFDC Employed Child Care;
4. Transitional Child Care;
5. Block Grant and Special Circumstances Child Care (with the exception of Block Grant/Protective Services as noted above).

Note: Refer to program specific sections in this manual for further direction regarding eligibility determination and authorization of services.

C. Family Size Determination

Family size determinations shall be made by the Child Care Specialist for the purpose of determining income eligibility.

1. Programs That Do Not Require Family Size Determinations

The following Child Care Programs do not require a family size determination in the eligibility determination process because there are no income eligibility requirements for these programs. However, the availability of parents and any other responsible persons in the household is considered in determining eligibility (need) for Child Care Assistance as outlined in this section (refer to *Family Size Determination* and *Availability of Parents/Responsible Persons* in the *General Eligibility Criteria* section for further direction).

- a. Jobs Child Care;
- b. AFDC Employed Child Care; and
- c. Block Grant/Protective Services Child Care

2. Programs That Require Family Size Determinations

The following child care programs require a family size determination in the eligibility determination process to determine income eligibility.

- a.** Transitional Child Care;
- b.** Block Grant Child Care; and
- c.** Special Circumstances Child Care (with the exception of Block Grant/Protective Services Child Care).

3. Determining Family Size

Family size is based on the applicant (primary person) and any other parent or responsible person residing in the same household who are legally responsible to financially support either the applicant, or dependents residing in the same household for whom Child Care Assistance is being requested.

a. Family size shall consist of:

- i.** The applicant for Child Care Assistance;
 - ii.** The applicant's children (under the age of 18 years);
 - iii.** Any other parent/responsible person in the household who is legally/financially responsible for either the applicant, or for the children needing care; and
 - iv.** The children of the other parent/responsible person residing in the same household (under the age of 18 years).
- b.** Parents/responsible persons who are legally married to the applicant and who are temporarily separated physically but with intentions of remaining a family (e.g. incarceration, military assistance) shall be included in family size.

4. When the Applicant is the Parent of the Children Needing Care:

a. When the Applicant and Responsible Person are Married

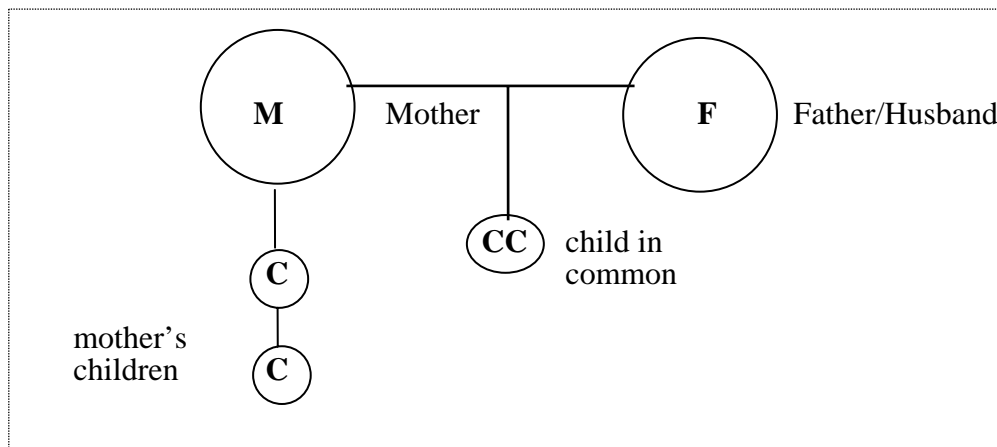
The Specialist shall make one family size determination for the family. The applicant, responsible person, and *all* dependents (stepchildren and common children) residing in the same household shall be included in the family size determination for purposes of determining income eligibility and the authorization amount. The applicant's and responsible person's income will be counted.

In determining need for Child Care Assistance for the purpose of calculating the units for authorization:

- i.** For children in common, the Specialist shall authorize Child Care Assistance to cover the time that neither parent is available to provide care;
- ii.** In blended families (families containing children in common and stepchildren), the Specialist shall authorize Child Care Assistance to cover the time that neither parent is available to provide care.
 - a)** If the applicant expresses concern about a stepparent's availability being considered in determining the authorization amount for the applicant's children from a prior relationship, the Specialist shall base the authorization solely on the applicant's availability for the children from a prior relationship.
 - b)** If there are children in common, the availability of both parents will be considered in determining the authorization amount for them.

FAMILY SIZE EXAMPLE #1:

APPLICANT MARRIED



- **Family Size:** Family size is 5.
- **Income Eligibility:** One family size determination is completed for the purpose of determining income eligibility; the income of both parents will be counted.
- **Availability:** Services will be authorized for the amount of time neither parent is available due to an eligible activity or need. If the applicant expresses concern regarding the spouse's availability being considered for her children from a prior relationship, the service authorization for them will be based solely on mother's availability. However, for the child in common, the amount of service authorized shall always be based on the amount of time neither parent is available.

FAMILY SIZE SCENARIO #1:

Mother works full time, Monday through Friday from 9 a.m. until 5 p.m. and earns \$1200 gross pay per month. Father works part time Monday through Wednesday from 9 a.m. until 5 p.m. and earns \$670 gross pay per month.

Since mother and father are married, they and **all** dependents (common child and step children) are included in the family size for the purpose of determining eligibility.

- Family size is 5; total monthly income is \$1870 per month.
- All children (common child and stepchildren) would be authorized for a maximum of fifteen full day (**D**) and fifteen part day (**L**) units per month.
- If the mother (applicant) expresses concern about the father's availability being considered in determining the amount of services authorized for her children from a prior relationship, the Specialist shall consider the availability of the applicant only in determining the amount of service authorized for them. The mother's 2 children from a prior relationship would be authorized for a maximum of twenty-three full day (**D**) and twenty-three part day (**L**) units per month (based solely on the availability of the mother).

b. When the Applicant and Responsible Person are Not Married, the Following Guidelines Apply:

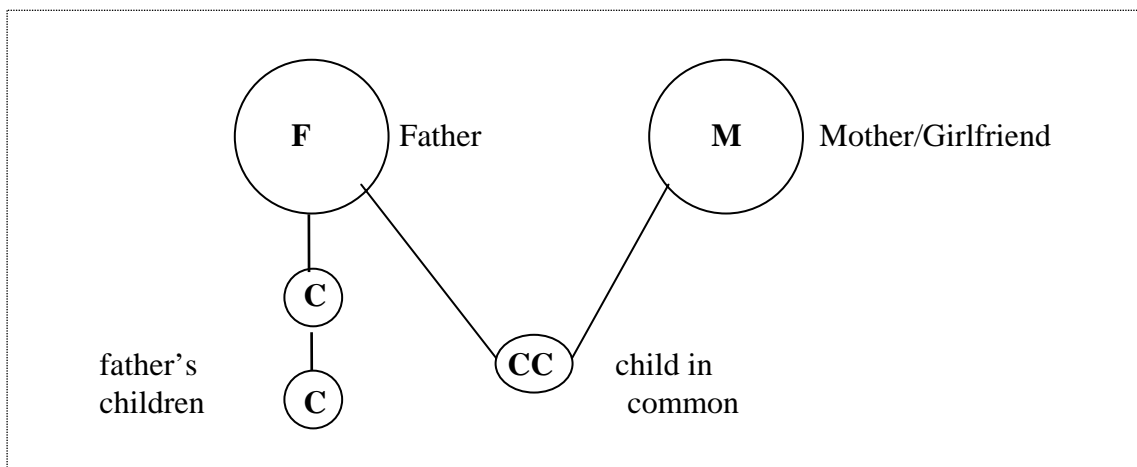
- i. When Child Care Assistance is requested for a child in common:
 - a) If Child Care Assistance is requested for common children in addition to the applicant's children (or other parent/responsible person's children), the Specialist shall make one family size determination for the family.
 - b) The applicant, the responsible person, their children from prior relationships, and the children in common will *all* be included in the family size to determine income eligibility for the family.
 - c) The applicant and responsible person's income will be counted.

- ii.** In blended families (families containing children in common and children from prior relationships), the Specialist shall authorize Child Care Assistance to cover the time that neither parent is available to provide care.
 - a)** If the applicant expresses concern about the other parent/responsible person's availability being considered in determining the authorization amount for the applicant's children from a prior relationship, the Specialist shall base the authorization solely on the applicant's availability (for the children from a prior relationship).
 - b)** If there are children in common, the availability of both parents will be considered in determining the authorization amount for them.

FAMILY SIZE EXAMPLE #2:

APPLICANT UNMARRIED

(Applicant Requesting Services for a child in common, *and* for children from a prior relationship)



- **Family Size:** Family size is 5
- **Income Eligibility:** One family size determination is completed for the purpose of determining income eligibility; the income of both parents will be counted.
- **Availability:** Services will be authorized for the amount of time neither parent is available due to an eligible activity or need. If the applicant expresses concern regarding his girlfriend's availability being considered for his children from a prior relationship, the service authorized for them will be based solely on the father's availability; however, for the child in common, the amount of service authorized shall always be based on the amount of time neither parent is available.

FAMILY SIZE SCENARIO #2:

Father works part time, Monday through Friday from 9 a.m. until 12 p.m. and earns \$450 gross per month. Father's girlfriend is employed full time, Monday through Friday from 8 a.m. until 5 p.m. and earns \$900 gross pay per month. Since the father and his girlfriend are requesting services for the child in common, they and all dependents are included in the family size for the purpose of determining eligibility:

- Family size is 5; total monthly income is \$1350 per month.
- All children (the common child and the applicant's children from a prior relationship) would be authorized for a maximum of twenty-three part day (**L**) units per month (based on availability of both parents).

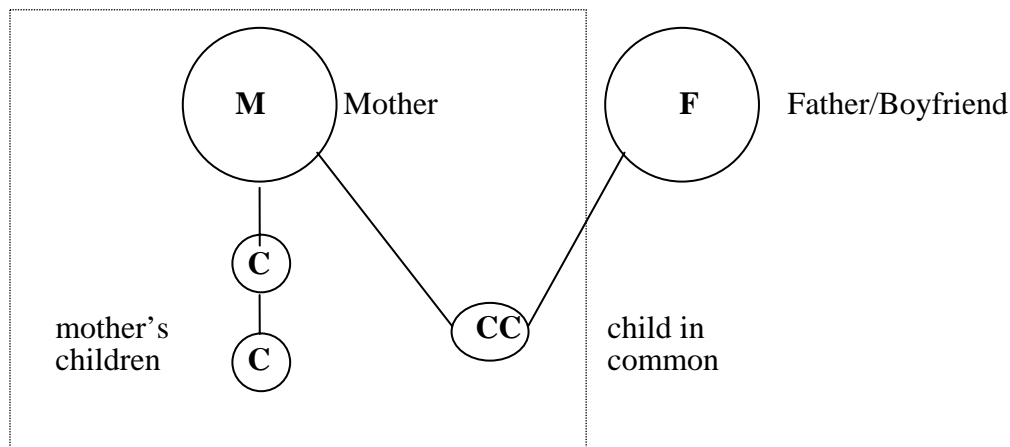
iii. When Child Care Assistance is not requested for the child in common

- a) When the applicant is unmarried and Child Care Assistance is **not** requested for common children in addition to the applicant's children, the applicant, his or her children, and the children in common will be included in family size to determine income eligibility for the family (the Specialist shall not include the other adult in the household in family size since they are **NOT** legally/financially responsible for the applicant, or for any of the children needing care);
- b) The Specialist shall not consider the availability of the other adult in the household in determining the authorization amount for the applicant's children from a prior relationship.

FAMILY SIZE EXAMPLE #3:

APPLICANT UNMARRIED

(Applicant Requesting Services for her children from a prior relationship *only*)



- **Family Size:** Family size is 4
- **Income Eligibility:** The income of the mother will be counted.
- **Availability:** Services will be authorized for mother's children from a prior relationship for the amount of time mother is unavailable due to an eligible activity or need.

FAMILY SIZE SCENARIO #3:

Mother works Monday through Friday from 8 a.m. until 4 p.m. and earns \$1100 gross per month. Father is employed part time, Friday and Saturday from 8 p.m. until 12 a.m. and earns \$300 gross per month. Since the mother is requesting services for her children from a prior relationship only, she and all her dependents are included together in family size for the purpose of determining income eligibility:

- Family size is 4; total monthly income is \$1100 per month.
- Mother's two children would be authorized for a maximum of twenty-three full day **D** units and twenty-three part day **L** units per month (based solely on mother's availability).

5. When the Applicant is a Nonparent Relative of the Children Needing Care

a. When the nonparent relative is requesting Child Care Assistance for *other related* children only (e.g. nieces/nephews, grandchildren):

- i. The nonparent relative is not counted in the family size;
- ii. The child is a household of one with only the child's income counted (refer to *Income Eligibility* for information regarding countable and excluded income);
- iii. If the applicant is requesting assistance for more than one *other related child*, the children needing care shall all be included together in family size;
 - a) In order to be included in family size, the *other related* children must be under 13 years of age (in other words, must be an "eligible child").
 - b) If Cash Assistance benefits are received by or for the children, only the pro rata share of income for the children in family size shall be counted.

INCOME PRORATION EXAMPLE:

The applicant, a nonparent relative is requesting childcare assistance for only 2 of her 3 grandchildren. The 3 children receive \$347.00 per month together in one cash assistance grant. In order to determine the pro rata share of the grant for the 2 children needing care, the specialist must perform the following calculation.

1) $\$347.00 \div 3$ (# of children included in the cash assistance grant) = \$115.66 per child per month

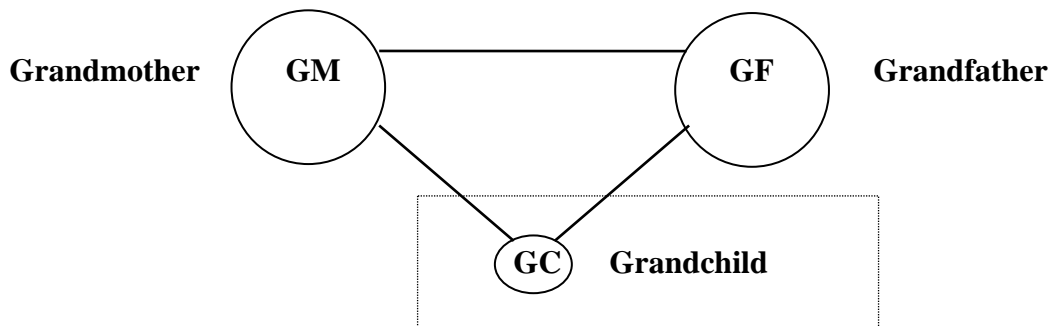
2) $\$115.66 \times 2$ (# of eligible children in need of child care) = \$231.32

3) Total countable monthly income of the eligible children for whom the applicant has requested care = \$231.00

- iv. The Specialist shall base the authorization amount on the nonparent relative and their spouse's (if applicable) availability; services will be authorized for the time that neither are available to provide care;
- v. If the applicant expresses concern regarding his or her spouse's availability being considered in determining the authorization amount, and the spouse is not related to the children needing care (except through marriage), the Specialist shall calculate the authorization amount based solely on the applicant's availability.

- b. When the nonparent relative is requesting Child Care Assistance for their own children in addition to ***other related children*** (and the *other related children* are eligible to receive assistance), the Specialist shall make one family size determination for the family which will consist of the nonparent relative, the other parent/responsible person (if applicable), their children and the ***other related children*** (e.g. nieces/nephews, grandchildren).
 - i. The nonparent relative (and the other parent/responsible person, if applicable) will be included in the family size determination.
 - ii. The Specialist shall count any income received by the nonparent relative and the other parent/responsible person, and any income received by or for the ***other related children***, unless otherwise excluded (refer to ***Income Eligibility*** for information regarding countable and excluded income).
 - iii. The Specialist shall consider the availability of the nonparent relative and any other parent/responsible person in the household in determining the amount of service authorization for the children.
 - a) If the applicant expresses concern about the availability of the other responsible person being considered in determining the authorization amount for the ***other related children*** (and the other parent/responsible person is not related to the children needing care, except through marriage), the Specialist shall base the authorization solely on the applicant's availability and document the case file accordingly;
 - b) The Specialist shall consider the availability of both the applicant, and any other parent/responsible person in the household in determining the authorization amount for the applicant's children.

FAMILY SIZE EXAMPLE #4:



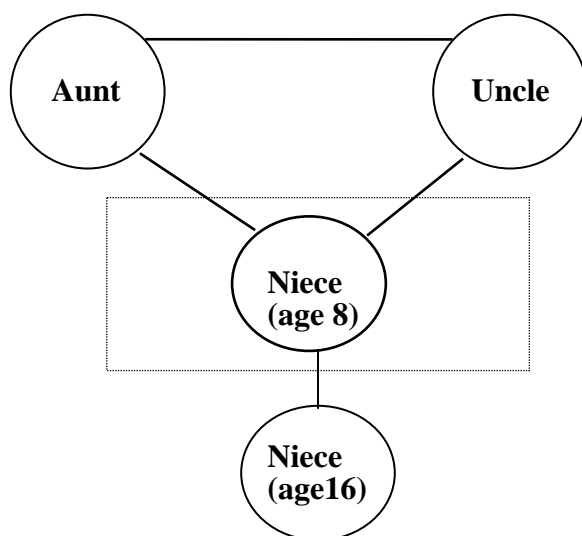
- **Family Size:** Family size is 1.
- **Income Eligibility:** One family size determination is completed for the purpose of determining income eligibility; only the income of the grandchild needing care will be counted.

- **Availability:** Services will be authorized for the amount of time neither grandparent is available due to an eligible activity or need.

FAMILY SIZE SCENARIO #4:

Grandmother and Grandfather apply for child care for their granddaughter who resides with them. Grandmother and Grandfather are both the biological (or adoptive) grandparents of their granddaughter. The availability of both grandmother and grandfather, will be considered in determining the authorization amount for their granddaughter.

FAMILY SIZE EXAMPLE #5:



- **Family Size:** Family size is 1
- **Income Eligibility:** One family size determination is completed for the purpose of determining income eligibility; only the income of the child needing care will be counted. The 16 year old niece is not included in family size because she is not an “eligible child” (she is not under 13 years of age).
- **Availability:** Services will be authorized for the amount of time the aunt or the uncle is unavailable due to an eligible activity or need. If the applicant expresses concern regarding her husband’s availability being considered for her niece, the service authorized for them will be based solely on the aunt’s availability.

FAMILY SIZE SCENARIO #5:

An aunt and uncle apply for child care for the aunt's youngest niece, who is the aunt's sister's daughter. The aunt indicates that she does not want her husband's availability considered in determining her niece's authorization. Since the uncle is not related to the niece through blood or adoption, the aunt has the option of not having his availability considered in the determination of child care authorization amount for the niece (as consistent with the treatment of stepparents).

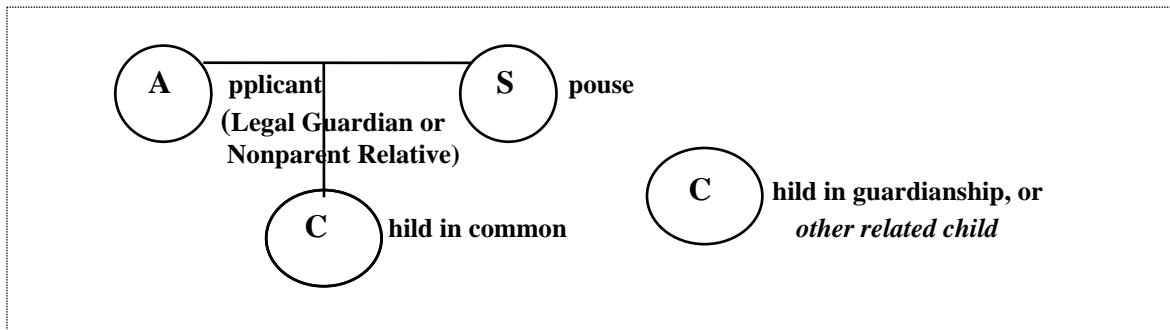
6. When the Applicant is the Legal Guardian of the Children Needing Care

- a.** When the legal guardian is applying for a child in guardianship only:
 - i.** The legal guardian shall not be included in family size; their income shall be excluded;
 - ii.** The child shall be considered as a household of one with only the child's income counted;
 - iii.** Sibling groups in guardianship shall be included together as one household; sibling groups shall not be treated as separate or individual households;
 - iv.** The Specialist shall determine the authorization amount based solely on the guardian's availability.
- b.** When the applicant is a legal guardian who is requesting Child Care Assistance for their own children in addition to a child in guardianship (and the child in guardianship is eligible to receive Child Care Assistance), the Specialist shall make one family size determination for the family.
 - i.** Family size will consist of the applicant, the applicant's children, and the children in guardianship.
 - ii.** The applicant's income will be counted.
 - iii.** Income received by or for the children in guardianship will be counted.
 - iv.** The authorization for the applicant's children will be based on the applicant and any other parent/responsible person in the household's availability.
 - v.** The authorization for the child in guardianship will be based solely on the availability of the applicant/legal guardian.

- vi. If the family is determined to be income ineligible, the Specialist shall redetermine eligibility for the child in guardianship only (as described in section “a.” above).

FAMILY SIZE EXAMPLE #6:

When the applicant requests services for their *own children* in addition to *other related children* or children in guardianship (and the *other related children* or child in guardianship are eligible to receive assistance)



- **Family Size:** Family size is 4.
- **Income Eligibility:** The income of the applicant, spouse, and the *other related children* or the child in guardianship.
- **Availability:**
 - * For the child in common: Services will be authorized for the amount of time both parents are unavailable due to an eligible activity or need.
 - * For the *other related child*: Services will be authorized for the amount of time the applicant and spouse are unavailable due to an eligible activity or need unless the applicant expresses concern regarding the spouse's availability being considered for the *other related child*, the service authorization for them will be based on the applicant's availability.
 - * For the child in guardianship, services will be authorized based on the applicant's (legal guardian's) availability only.

7. Unwed Minor Parents who Live with their Parents

When the applicant is an unwed minor parent (*is not* married, separated, or divorced) who also resides with their own parents, the following guidelines apply.

a. Family size determination for a minor parent

- i. When Child Care Assistance is requested for a minor parent's children only (regardless of whether the minor parent is married or unmarried):
 - a) If Child Care Assistance is requested for the children of a minor parent who resides with their parents, the Specialist shall make one family size determination for the family consisting of the minor parent, his/her child, and the other parent/responsible person of the child needing care;
 - b) The parents and siblings of the minor parent shall **not** be included in family size (however, a portion of the income received by the parents of the minor parent shall be deemed and counted as available to the minor parent, refer to ***Treatment of Income for Minor Parents*** below for further instruction).
- ii. When Child Care Assistance is requested for an unwed minor parent's siblings in addition to the minor parent's children:
 - a) If an unwed minor parent resides with his/her parents, and Child Care Assistance is requested for the unwed minor parent's siblings (and the siblings are eligible to receive Child Care Assistance) in addition to their own children, the Specialist shall make one family size determination for the family.
 - b) The unwed minor parent, the responsible person (if applicable), the unwed minor parent's child, the unwed minor parent's parent(s), and the unwed minor parents siblings will *all* be included in the family size to determine income eligibility for the family. Separate family size determinations **will not** be made.
 - c) The parent of the minor parent will need to apply for the entire household.

b. Treatment of Income for Minor Parents

- i. When assistance is requested for an unwed minor parent's child only:

If an unwed minor parent resides with his/her parents, and assistance is requested for the unwed minor parent's child only, the Specialist shall count:

- a) Income received by the minor parent and other responsible person; and
- b) A portion of the income (referred to as "deeming") received by the parents of the unwed minor parent (refer to ***Income Deeming Process for Minor Parents*** in the ***Income Eligibility Criteria*** section for further instruction on countable income for minor parent households).

- ii. When assistance is requested for an unwed minor parent's child **AND** the unwed minor parent's siblings:

The Specialist shall count all countable income received by the minor parent and their parents when determining income eligibility for Child Care Assistance when the unwed minor parent resides with his/her parents, and assistance is requested for the unwed minor parent's child and the unwed minor parent's siblings.

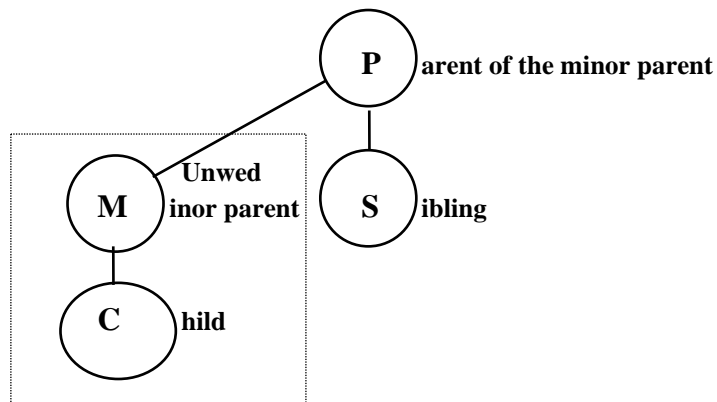
c. Determination of Need for Services

The Specialist shall consider the availability of the minor parent and any other parents/responsible persons of the children needing care who reside in the same household in determining the need for services and authorization amount. The Specialist shall not consider the availability of the parents of the minor parent when determining need for services or the authorization amount for children of the minor parent.

- i. If the other parent of the child needing care resides in the household with the minor parent, he or she will also be included in family size.
- ii. The Specialist shall count the other parent's income and consider his/her availability when determining the authorization amount for the child needing care.

FAMILY SIZE EXAMPLE #7:

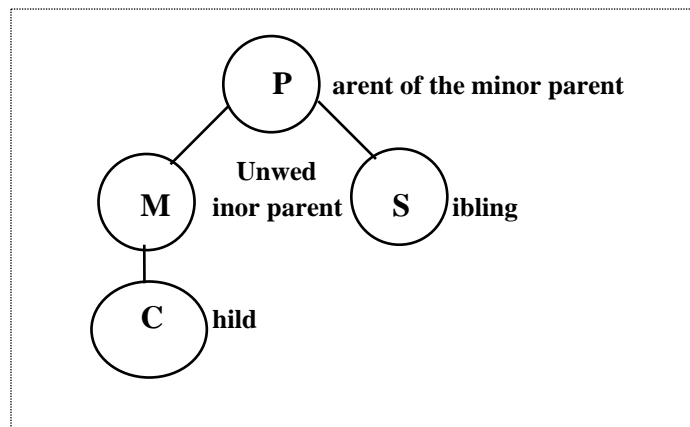
When Child Care Assistance is requested for the unwed *minor parent's children only*



- **Family Size:** Family size is 2
- **Income Eligibility:** One family size determination is completed for the purpose of determining income eligibility; the income of the minor parent and the deemed income (a portion of the income) of the parent of the minor parent are counted.
- **Availability:** Services will be authorized for the amount of time that the minor parent is unavailable due to an eligible activity or need.

FAMILY SIZE EXAMPLE #8:

When Child Care Assistance is requested for an *unwed minor parent's siblings* (who are eligible to receive Child Care Assistance) in addition to the *minor parent's children*, and the parent of the minor parent also resides in the home.



- **Family Size:** Family size is 4
- **Income Eligibility:** One family size determination is completed for the purpose of determining income eligibility; the income of the minor parent, and the parent of the minor parent is countable.
- **Availability:**
 - * For the minor parent's child: Services will be authorized for the amount of time the minor parent is unavailable due to an eligible activity or need.
 - * For the minor parent's sibling: Services will be authorized for the amount of time the minor parent's parent is unavailable due to an eligible activity or need.

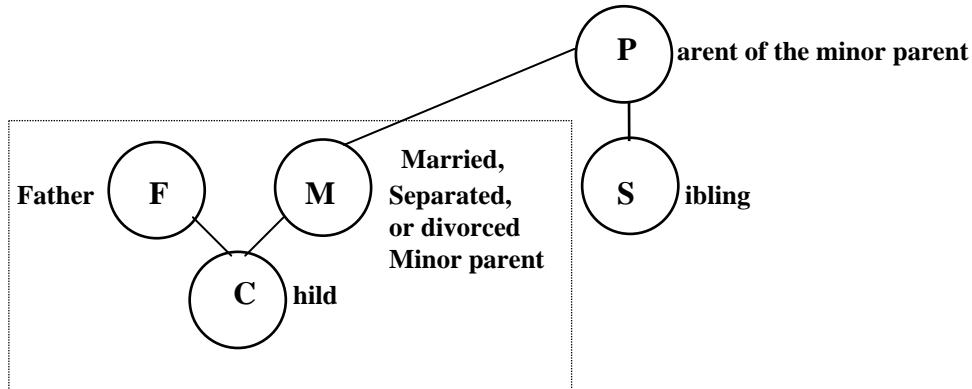
8. Minor Parents who are Married, Separated, or Divorced who Live with their Parents

When the applicant is a minor parent who also resides with their own parents, but is married, separated, or divorced, the following guidelines apply.

- a.** When Child Care Assistance is requested for a married, separated, or divorced minor parent's child only:
 - i.** The Specialist shall make a separate family size determination consisting of the minor parent, his/her child, and the other parent/ responsible person of the child needing care.
 - ii.** Only the income received by the minor parent and the other parent/responsible person of the child needing care will be counted. (The income received by the parents of the married, separated, or divorced minor parent shall **not** be counted (or "deemed") in the eligibility determination process.)
- b.** When Child Care Assistance is requested for a married, separated, or divorced minor parent's siblings (and the siblings are eligible to receive Child Care Assistance) in addition to the minor parent's child:
 - i.** The Specialist shall make a separate family size determination for the minor parent, his/her child, and the minor parent's spouse for the purpose of determining eligibility.
 - ii.** Only the income received by the minor parent and spouse will be counted.
 - iii.** The parents of the minor parent shall be instructed to submit an application for Child Care Assistance for the minor parent's siblings.

FAMILY SIZE EXAMPLE #9:

When Child Care Assistance is requested for a Married, Separated, or Divorced Minor Parent's Child Only:

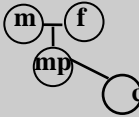
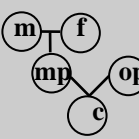
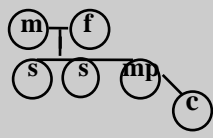
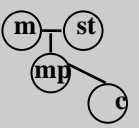
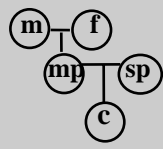
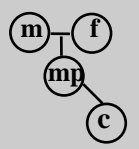


- **Family Size:** Family size is 3.
- **Income Eligibility:** One family size determination is completed for the purpose of determining income eligibility. The income of the minor parent and the minor parent's spouse is counted. The income of the parent of the minor parent is **not** counted.
- **Availability:** Services will be authorized for the amount of time that both the minor parent and the minor parent's spouse are unavailable due to an eligible activity or need.

When the minor parent is married, separated, or divorced, the minor parent, the minor parent's spouse (if applicable), and child will always be a separate household.

NOTE: If care is requested for the minor parent's sibling, the parent of the minor parent must **always** apply for Child Care Assistance separately. In the above example, if the parent of the minor parent applies separately for the minor parent's sibling, the family size will consist of the parent of the minor parent, and the minor parent's sibling (family size is 2).

TABLE 8:**MINOR PARENT FAMILY SIZE/INCOME CRITERIA**

Minor Parent Household Composition	Family Size	Countable Income	Availability Considered
Unwed Minor Parent and Child Living with Parents Ex: 	<ul style="list-style-type: none"> • Minor parent • Minor parent's child 	<ul style="list-style-type: none"> • Minor parent's income • Deemed portion of parent's income 	<ul style="list-style-type: none"> • Minor parent only
Unwed Minor Parent, Child, and Child's Other Parent Living with Parents Ex: 	<ul style="list-style-type: none"> • Minor parent • Child • Child's other parent 	<ul style="list-style-type: none"> • Minor parent's income • Child's other parent's income • Deemed portion of parent's income 	<ul style="list-style-type: none"> • Minor parent • Child's other parent
Unwed Minor Parent and Child living with parents who also need care for their other children (minor parent's siblings) Ex: 	<ul style="list-style-type: none"> • Minor parent • Minor parent's child • Parents of the minor parent • Siblings of the minor parent 	<ul style="list-style-type: none"> • Minor parent's income • Parents of the minor parent's income (counted in full) 	<ul style="list-style-type: none"> • Minor parent (for his/her child) • Parents of the minor parent (for their children)
Unwed Minor Parent and Child Living with a parent and stepparent Ex: 	<ul style="list-style-type: none"> • Minor parent • Minor parent's child 	<ul style="list-style-type: none"> • Minor parent's income • Deemed portion of the parent and stepparent's income 	<ul style="list-style-type: none"> • Minor parent only
Married Minor Parent, Child and Spouse Living with Parents Ex: 	<ul style="list-style-type: none"> • Minor parent • Minor parent's child • Minor parent's spouse 	<ul style="list-style-type: none"> • Minor parent's income • Spouse's income 	<ul style="list-style-type: none"> • Minor parent • Spouse
Married Minor Parent (separated or divorced) and Child Living with Parents Ex: 	<ul style="list-style-type: none"> • Minor parent • Minor parent's child 	<ul style="list-style-type: none"> • Minor parent's income 	<ul style="list-style-type: none"> • Minor parent only

NOTE: A minor parent is an individual under the age of 18 years who is the custodial parent of a child.